

Crosswicks Community House Rental Agreement

Please return signed document to: CCA PO Box 128, Crosswicks, NJ 08515
(Scanned copies can also be returned via email.)

RENTER: name or organization _____

Street _____ City _____ St _____ Zip _____

Date of Event: _____ Time: _____ Access Time? _____

Description of Event _____

Phone # _____ Cell ? _____

Email address _____

For rates see website WHOLE BUILDING: \$ _____ DOWNSTAIRS ONLY \$ _____

SECURITY DEPOSIT: \$200 + payment = \$ _____ Total (2 checks)

Make checks payable to CCA –to hold reservation Payment is due 3 weeks prior to the event.

\$200 Security deposit is by separate check which will be returned after inspection of building.
Forfeiture of deposit may occur in the event damage or violation of alcohol policy.

- Event must conclude by 12 o'clock am.
- All **music must be turned off by 11 pm**, out of consideration for our neighbors.
- Excessive noise could result in loss of deposit and /or denial of future events.
- Rental includes the building, play area and basketball court.
- Guest must not drive or park on grass surrounding the Community House.
- NO SMOKING is allowed inside the Community House. (Butt can provided outside)
- Building capacity is approximately 100 persons per floor. – (Depends on Set-up)

No ALCOHOLIC BEVERAGES are to be served unless arrangements are made with the Association and an appropriate INSURANCE COMPANY. (See Addendum)

*** CLEANUP CHECKLIST ***

- Take trash to the dumpster / Located inside enclosure at end of parking lot
- Close & lock all windows and doors.
- Lightly Vacuum carpet & sweep floors of loose trash and food
- Please wipe down tables and counters.
- Remove all decorations Turn off lights and return all building keys.

Please report any problems immediately to: → Peter Kelly @ 609-442-5830 (cell)
If Peter is not available try Aisling O'Hara @ (541) 905-1235 (cell)

As renter, I certify that to the foregoing statement of use is true & accurate. I further certify, if applicable, that I have authority to obligate the organization that is renting the facility.

Print Name _____

Sign Name _____ Date _____

Agreed & accepted by _____ o/b/o Crosswicks Community Association Inc.